



PROMOTIONAL EXAMINATION
CALIFORNIA DEPARTMENT OF
REAL ESTATE

California State Government - An Equal Opportunity Employer

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

SUPERVISING AUDITOR II

HOW TO APPLY Applications (Form Std. 678) must be postmarked no later than the application deadline. Applications postmarked, personally delivered, or received via interoffice mail after the application deadline will not be accepted for any reason.

WHERE TO APPLY DEPARTMENT OF REAL ESTATE
2201 BROADWAY, ATTN: Personnel (MC)
PO BOX 187000
SACRAMENTO, CA. 95818-7000
Testing Information: (916) 227-0802

Note: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

APPLICATION DEADLINE June 21, 2006

EXAMINATION INFORMATION The examination will consist of a pre-exposed exercise and Qualifications Appraisal Panel (QAP) Interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.
COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

PANEL INTERVIEW It is anticipated that interviews will be held during July/August 2006.

CROSS FILING INFORMATION If you meet the entrance requirements for this classification and the Supervising Auditor I classification with the same application deadline, you may file for both examinations on a single application.

SALARY RANGE \$5211 - \$6286

ELIGIBILITY REQUIREMENTS All applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of June 21, 2006 in order to complete in this examination.

MINIMUM QUALIFICATIONS All applicants must meet the minimum qualifications for this examination by the application deadline, June 21, 2006.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California State service performing the duties of a professional accounting or auditing class equivalent in level to a Supervising Auditor I.

Or II

Two years of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor III.

Or III

Five years of increasingly responsible professional accounting or auditing experience including at least two years supervising a staff of accountants and/or auditors conducting a variety of complex audits or financial examinations. (Experience in the California State service applied toward this requirement must include at least two years performing professional auditing or accounting duties in a class equivalent in level to General Auditor III).

And

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

- Either:**
- 1. Equivalent to graduation from college, with a specialization in accounting; **or**
 - 2. Completion of either:
 - A. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; **or**
 - B. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing, cost accounting and business law.

NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: Title, semester/quarter units completed, name of institution, and completion date.

JOB DESCRIPTION	The class of Supervising Auditor I, Department of Real Estate, under general direction, either (1) directs a small to medium regional audit program of the Department of Real Estate; or (2) directs an audit group in a specified area or function of the Department's audit program; and performs other related work.
POSITION LOCATIONS	Positions are located in Sacramento, Oakland, and Los Angeles. Locations are subject to change depending on operational needs of the Department and could include other locations.
EXAM INFORMATION	<p>This examination will consist of a pre-exposed exercise prior to the QAP interview. Candidates will appear prior to the interview and be given an exercise that is representative of the types of situations or questions encountered by a Supervising Auditor I. Candidates will spend this time prior to the interview preparing to discuss with the panel how they would handle these situations. The interview will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ul style="list-style-type: none">1. General accounting and auditing principles and procedures.2. Business Law.3. California Real Estate Law and related legal opinions.4. Department of Real Estate organization and functions, regulations, policies and procedures.5. Rules of evidence applicable to criminal and administrative proceedings.6. Specialized and complex auditing practices and procedures used by the Department's Audit Program.7. Comprehensive knowledge of all laws and rules affecting the Department's audit program.8. Principles and practices of personnel management, supervision, employee development and training.9. Supervisory responsibilities under the Ralph C. Dills Act.10. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees, and maintaining a work environment which is free of discrimination and harrassment. <p>B. Ability to:</p> <ul style="list-style-type: none">1. Apply auditing principles and procedures.2. Interpret and apply provisions of the California Real Estate Law, related legal opinions, departmental policies, rules and regulations.3. Gather, organize, summarize, interpret financial data, prepare and edit written reports.4. Analyze situations accurately and adopt an effective course of action.5. Establish and maintain cooperative relations and communicate effectively with those contacted in the course of work.6. Direct the most difficult, complex, and comprehensive audits and investigations.7. Function independently with general or limited guidelines.8. Exercise the highest degree of judgment in applying laws and audit procedures.9. Plan, organize and direct the work of subordinates.10. Develop the skills and abilities of subordinate staff.11. Resolve complex supervisory and managerial problems.12. Motivate the establishment of group and organizational goals.13. Effectively contribute to the Department's Equal Opportunity Program Objectives.
ELIGIBLE LIST INFORMATION	A department promotional list will be established for the Department of Real Estate. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate’s responsibility to contact the Department of Real Estate Personnel Office at (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

If a candidate's notice of written test or oral interview fails to reach him/her prior to the day of the written examination or interview due to a verified postal error, he/she will be rescheduled.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std. 678 Rev. 12/2001) is accessible via the Internet at <http://www.spb.ca.gov>

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

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TDD: 1-800-735-2929From Voice Phones: 1-800-735-2922